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*File Personnel (General)*

Approved For Release 2001/08/09 : CIA-RDP86-00244R000100070020-7


DD/S 70-1065

18 MAR 1970

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Support Services Staff

SUBJECT : Initial Briefing on Reception of New Junior Professional  
and Professional Employees

The attached guideline for your use in your briefing of new employees in your components is so basic and fundamental that I have hesitated to disseminate such a paper. However, the points stated in the guideline are typical of those which relate to the recent Problem Solving Seminar on communications. For the sake of consistency, clarity, and completeness, I would like each of you to adopt and use this guideline in your discussions with employees newly assigned to your component.

  
R. L. Bannerman  
Deputy Director  
for Support

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